



DONEGAL RAILWAY MUSEUM

Vacancy – Manager

Donegal Railway Museum has a vacancy for a full-time Manager. The Award Winning attraction is based in Donegal Town and operates a museum with rolling stock, artefacts, shop, etc. as well as running events throughout the year. This role will involve the day to day running of the museum, promotion, finance, grant application, etc. The Award Winning museum's mission is to rescue, restore, showcase, engage and celebrate the unique railway networks that once operated across the County. The Museum is also an important part of the tourism offer in Donegal Town and the County. For more information check out www.donegalrailway.com.

Job Title:	Manager
Hours:	37.5 hours per week Monday-Friday with occasion weekend and evening work
Wage:	€37,500
Reporting to:	Chair
Contract Period:	Initially January 2025 – December 2027, with possible extension if funding becomes available

Main Duties:

- Day to day management and ongoing development of Museum
- Ensuring Pobal and other funders targets are met
- All personnel functions and management of staff including Rota
- Income generation including grant applications as well as managing and sourcing merchandise for shop/website
- Working with the Finance Administrator on all financial issues
- Event Management & Marketing
- Education & Outreach
- Reporting to the Board and funders
- Updating website and various Social Media Platforms
- Networking locally, regionally and national

Applicant Requirements:

- Staff and Building Management experience
- Detailed understanding of finance including budgets
- Experience in fundraising and administering grants
- Computer skills
- Good knowledge of Marketing including Social Media, analytics, etc.
- Experience in Event management and managing projects
- A creative person

CV's and Cover Letter should be sent to:

manager@donegalrailway.com or posted to

The Manager, Donegal Railway Museum, The Old Station, Donegal Town, Co Donegal
F94 EE00

Closing Date: Friday 17th January 2025